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Manual
Missionary Society

Methodist Episcopal Church

Elizabeth Goucher

MANUAL

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Missionary Manual

STUDY CAREFULLY AND FOLLOW INSTRUCTIONS

I. Organization, Purpose, and Powers of the Missionary Society

1. The Missionary Society of the Methodist Episcopal Church is the Church itself in a corporate form, for the purpose of establishing and supporting Christian missions in our own and in foreign lands. Its chief object is to supply the living preacher to those who, either for the want of men or money, must otherwise be without the Gospel. Every person thus sent to a mission field is a missionary. The work of education, of church erection, of publication, of tract and Bible distribution, of relief for orphans, sick ones, etc., in our own country, is all provided for by other organizations. In foreign lands the educational, church extension, publication, and much of the humanitarian work is devolved upon the Missionary Society. The Sunday School Union, the Tract

Purpose

Society, and the American Bible Society make liberal grants to our Foreign Mission work.

2. The charter granted by the State of New York empowers the General Conference to appoint the Board of Managers, to elect the Corresponding Secretaries and Treasurers, and to adopt a Constitution for the Society and amend it at pleasure.

Charter

3. In the Constitution provision is made for a General Missionary Committee, to consist of one person each from the General Conference Districts and an equal number from the Board of Managers, together with the Bishops, the Corresponding Secretaries, the Recording Secretary, and the Treasurer and the Assistant Treasurer of the Society. This Committee has sole authority to determine what fields shall be occupied as Foreign Missions, the number of persons to be employed therein, and the amount to be expended. It likewise makes provision for the support of our Home Missions.

General Committee

4. The administration of the fiscal affairs of the Missionary Society is controlled by the General Committee and the Board of Managers. The Board of Managers consists of the Bishops, *ex officio*, thirty-two laymen, and thirty-two traveling ministers. To it is committed the general management of the Society, and the Corresponding Secretaries

Board of Managers

are accordingly required to "keep a vigilant eye upon all the affairs of the Society, and especially upon all its missions, and promptly convey to the Bishops having charge of the Missions respectively, to the Board, or the standing committees," all requisite information.

The Missions

5. The work is organized into Annual Conferences, Mission Conferences, and Missions. The Annual Conferences in foreign fields have all the powers of Annual Conferences in the United States. Mission Conferences can do all that Annual Conferences can do, except to vote on constitutional provisions and to elect delegates to the General Conference. Missions in annual meeting have the powers of District Conferences.

How Administered

6. The General Conference has ordained that the administration of the Missionary Society shall in no wise be disturbed by the organization of a Foreign Mission into an Annual Conference, but shall be in full force as before such organization. (See Discipline, ¶ 359.) Some Missions in our own land are by direction of the General Committee administered as Foreign Missions; but all other Domestic Missions are made such by Annual Conferences, by distributing to charges from appropriations of the General Missionary Committee sums supposed

to be sufficient for their support when added to the amount to be raised in the charges.

Support of Missions

7. The Church has assumed the support of its Missions, and committed the duty of securing it to pastors and congregations, and prescribed a plan for raising the needed funds. Everywhere the Church is doing its own missionary work, and no item is committed to an organization apart from the Church. Its functions in all lands are performed by the proper officers.

Contingent Fund

8. In the intervals of the meetings of the General Missionary Committee unforeseen emergencies may be provided for by the Board of Managers from a fund not exceeding $50,000, which the Constitution establishes for this purpose.

Extraordinary Cases

9. This fund is available both for Domestic and Foreign Missions, but the Board can only make grants from it provided (1) the charge is a mission, if in a home Annual Conference, and (2) an emergency has arisen that was not foreseen or expected when the missionary money was distributed. Such emergencies occasionally arise both at home and abroad. In our Domestic Missions there is always opportunity to consult the missionary authorities in New York. In foreign lands, as at home, extraordinary emergencies may be caused by fire, flood, mob,

war, etc., and on rare occasions those on the field may be required to assume responsibilities in meeting emergencies, but individual missionaries should never do so when there are others who may be consulted, and in such cases the expenditure should be kept at the minimum and the Corresponding Secretaries should be informed at the earliest possible moment. None of our Foreign Missions are now beyond the reach of telegraph or cable, which should be employed when urgent need demands.

Applications

10. Applications for grants from the Contingent Fund should be made to the Board through the Corresponding Secretaries. All such applications from Foreign Missions must come with the approval of Finance Committees, from Home Missions with the approval of the superintendent or presiding elder and the Bishop in charge.

II. The Qualifications and Selection of Missionaries

Call to Service

11. The Holy Spirit draws many devout hearts to the missionary work, and this call should not be disregarded. The perishing condition of millions of our race demands that every true child of God should do his utmost to supply them with the saving Gospel of our Lord Jesus Christ. To this work some must give themselves, their time, talents,

and life itself. No one should think of becoming a missionary except under the inspiration of a holy purpose to do his utmost to save and elevate those to whom he goes. Let the candidate examine himself and see if the end in view is travel, observation, experience, scholarship, professional eminence as a physician, teacher, linguist, author, or any such work. If so, he needs a higher and holier baptism before he should aspire to be Christ's ambassador to a dying nation. In other words, the love of Christ and the love of souls should inspire the offer for missionary work.

12. The Society expects those who enter its service as missionaries to give their lives to the cause. Having in view the difficulty of mastering foreign languages, particularly those of Asia, of learning the peculiarities and characteristics of strange peoples, and of becoming fully prepared for satisfactory service, the Society pays particular attention to the character, abilities, training, age, health, and disposition of candidates. The Corresponding Secretaries must have full information on all these points from the candidate and those who know him well, and a careful examination is conducted before a committee in New York to make sure that he is a proper person to be sent out. A thorough medical examination is also required.

Examination of Candidates

Forms of application will be furnished by the Corresponding Secretaries.

13. No outfit or allowance for outfit is furnished missionaries by the Society. In going to the field the missionary must proceed by the most direct route from his home. If permission is granted for delays or detours from the direct route, the expense of such delay or detour must be borne by the missionary himself, except reasonable distances for farewell visits to parents or brother or sister, the expense of which the Society will bear.

No Outfit Allowance

14. After he is accepted the new missionary will arrange, under the supervision of the Corresponding Secretaries, for his departure for the field. The details respecting his journey by rail, his passage by steamship, the shipment of his freight, etc., will be looked after by the Recording Secretary if the missionary wishes him to do so. The expenses are paid by the Society on itemized bill. On application a form in duplicate will be furnished by the Missionary Secretaries for this purpose, one copy to be retained by the Treasurer of the Mission to which the missionary goes, the other to be sent by the Treasurer to the Corresponding Secretaries for their approval. Any balance of outgoing expenses in his hands should be promptly reported to the Mission Treasurer.

Passage and Freight

15. The Society will pay charges on freight, except pianos and organs, to the extent of three cubic tons for each missionary and one half cubic ton for each child going to the field for the first time or finally returning therefrom; and to the extent of one cubic ton for each missionary and one half cubic ton for each child returning from the field on furlough or returning to the field after furlough. The Mission Rooms, 150 Fifth Avenue, New York city, may freely be used for deposit of goods *in transitu.* All boxes should be plainly marked with the name of the owner and destination, and invoices should be furnished to the Recording Secretary, both for outgoing and incoming freight.

Charges on Freight

16. The Secretaries are always ready and willing to attend to any business matters which missionaries desire to intrust to them. The directions should in all cases be very definite. If the missionary wishes the annual premium on his life insurance policy to be paid for him, full information should be given the Secretaries, preferably on a blank furnished by them, and the company should be asked to send notices of premiums due to the Missionary Office. If goods are ordered of a firm in the United States and the missionary desires the Society to pay the bill for him, he should notify the Secretaries

Paying Bills for Missionaries

by letter, or, better still, by the use of a form provided for this purpose, known as "Request to Certify Bills." He would do well to apply to the Secretaries for circular of instructions. It is not sufficient in ordering goods to direct the firm to call on the Missionary Society for payment. The Secretaries must have the direct request of the missionary in such form, either printed or written, that it may be filed.

17. On reaching the field the missionary will report to the Treasurer, and will be assigned, if married, a residence, supplied with heavy furniture belonging to the Missionary Society; if single, a place to board with a missionary family, if practicable. It should be understood that furniture purchased by funds of the Society is for the use only of the missionary and should be left, when he removes, for his successor.

Mission Furniture

18. Married missionaries, provided they do not retain the houses they have occupied in the field, shall receive an allowance of $15 per month for rent during the year of their furlough, or for such portion thereof as they may actually occupy rented houses. A rent allowance of $15 per month may be paid, if Mission Finance Committees so recommend, to the families of missionaries remaining in the United States during the time they actually

Rent at Home

occupy rented houses, provided no claim for rent or for use of a house is made by members of such families remaining in the field. Finance Committees of Missions shall provide for these cases in the estimates, and also in the redistribution.

19. The new missionary's salary will begin when he reaches the field. It will be paid by the Mission Treasurer monthly in advance, according to the rates fixed from time to time by the Board. When a missionary comes home on furlough he is paid a furlough salary, differing slightly from the field salary. The field salary ends and the home salary begins when a missionary leaves the field; the home salary ends and the field salary begins when he reaches the field on his return. Parts of a month less than one half are disregarded in passing from one of these rates to the other. If, for example, the missionary leaves the field in the latter half of the month, he is paid field salary for the whole month; if he leaves in the first half, his home salary will begin the first of the month. A missionary bereaved of his wife and having dependent children left in his care is entitled to a continuance of the salary paid him as a married man without change of rate.

Field and Home Salaries

20. The missionary's salary will be sufficient, with wise economy, for his comfortable support; not suffi-

cient to compensate for defects in his financial management, nor so small that the more prudent may not have something to spare. Suitable support, not *compensation*, is the Society's purpose. God will compensate. Article XII of the Constitution reads as follows: "The Board may provide for the support of superannuated missionaries, widows and orphans of missionaries, who may not be provided for by their Annual Conferences respectively, it being understood that they shall not receive more than is usually allowed to other superannuated ministers, their widows and orphans." Applications for allowances and annual renewal of allowances are to be made to the Society through the Quarterly Conference of the charge within whose bounds a superannuated missionary or widow or child of a deceased missionary is residing, or through the Finance Committee of a Mission, if applicant does not reside in the United States.

Superannuates, Widows, and Orphans

21. The missionary is subject to appointment by the proper authorities of the Church. The Board is not to be understood, in accepting and sending out a missionary, as entering upon any contract with him as to the particular place he shall fill or the particular work he shall do, except in rare instances. Place and work will be assigned

Place and Work

him on the field year by year, by the appointing power. When fully installed as a missionary he is to give his undivided energies to the work, with much prayer, much consideration for his associates, much diligent study of the language of the people and of the word of God. A missionary is not at liberty to undertake any other except Mission work without the express permission of the Board. Any earnings from such employment as the Board may sanction shall be paid into the Mission treasury.

22. Missionaries who are members of Annual Conferences are appointed and sent to foreign fields by the concurrent action of Bishops and the Board; missionaries who are not members of Annual Conferences are appointed and sent out by the Board. Those and only those appointed or accepted by the Board are considered as foreign missionaries. Persons received into Conferences on the field, but not accepted by the Board, are not missionaries of the Missionary Society. The Constitution provides that "no one shall be acknowledged as a missionary or receive support as such from the funds of the Society who has not some definite field assigned to him in the service of the Society." Therefore if a missionary sent out by the Society or accepted on the field leaves the work of the Society for any other whatever, he ceases by

Status of a Missionary

such act to be a missionary and separates himself from the Society. Even though he may continue to be a member of a foreign Annual Conference, and may subsequently receive appointment by a Bishop, the fact of such membership and such appointment does not restore him to the status of a missionary. In the Home field, those who serve charges receiving their support in whole or in part from the Missionary Society are classed as missionaries.

Not to Leave the Field

23. Missionaries may not leave the field even for brief vacations without permission of the Mission authorities, and must not return to the United States for any reason without the consent of the Board. Any missionary who leaves his work without the authority or contrary to the authority of the Superintendent, Bishop, or Finance Committee, will have his salary deducted for the time absent, and the Mission Treasurer is authorized to withhold the salary during the period of such unauthorized absence.

Meaning of Foreign Missionary

24. The term "foreign missionary" has been defined by the Board of Managers as meaning a native of the United States, working as a missionary in a foreign field under the authority of the Board of Managers, or such other person as shall have been accepted for such work by the

Board of Managers of the Missionary Society of the Methodist Episcopal Church, and duly appointed.

25. When persons are received into Annual Conferences or Missions in foreign countries, they should be definitely informed at the time that such reception gives them no claim to recognition as foreign missionaries, or to receive the full salaries of missionaries, or allowance for children, or furloughs, or pensions, at the expense of the Missionary Society. In view of the fact that the reception of persons into Conferences and Missions in the foreign field is becoming frequent, and by reason of the growth of our work will be increasingly so, rendering it impracticable for the Missionary Society to assume the responsibility of their financial support according to the scale of salaries fixed for missionaries, it is the policy of the Board to recognize such persons as missionaries only in exceptional cases, and for special reasons.

Acceptance of Missionaries on the Field

26. It is expected of all our missionaries that they will devote their first and chief attention to the acquisition of the language of the people with whom they labor; that they will within two years acquire the language so as to be able to preach, or teach, or conduct services in it. Failure to acquire the language will be deemed a sufficient

Must Learn the Language

reason for the recall of a missionary at the end of two years, and, unless such missionary can be given work in his native language, the Bishops in charge of Foreign Missions are requested to recommend to the Board of Managers the return to this country of those who thus fail. Missionaries who have been several years on the field and returned home, but have not acquired the language, will not be returned to the field, except on a pledge to give all diligence to acquire the same within two years. Missionaries who are sent expressly for work in the English language, or who are assigned to exclusive English work in institutions of learning by proper authority, may be excepted from these rules. In case of illness or other unavoidable cause, by vote of the Mission, with the approval of the Presiding Bishop, the time for acquiring the language may be extended.

27. There is no specified term of service in the field. At appropriate times and for sufficient reasons the consent of the Board of Managers will be given to the return on furlough of a missionary and his family to this country at the expense of the Society. Such returns are mutually beneficial to the missionaries and to the home churches; they are often necessary for rest, recuperation, and medical treatment; and are always invigorating to the faith and religious life of the men and women who have dwelt for years amid hea-

Furloughs

thenism. Too frequent returns or returns for insufficient reasons are harmful. Those desiring to return should make application through the Finance Committee of the Mission, stating reasons therefor, with the Bishop's approval, furnishing medical certificate if it be on account of health. The application should be forwarded to the Corresponding Secretaries for presentation to the Board. Missionaries are expected to spend their furloughs in the United States. If any contemplate remaining any portion of the time in any other country, statement of the fact should be made in the application to the Board.

28. The furlough begins when the missionary leaves the field, not when he arrives at home. After he has entered upon his leave from the Mission and for a period of one year, but not longer unless specially authorized by the Board, he will be paid the salary fixed by the Board for missionaries on furlough. If, for any reason, a missionary has left the field *not to return* to it, and is in good health, he must cease to be a charge to the Missionary Society at the earliest moment he can be employed. For this end he should report his expected return promptly to the Church officers, whose duty it may be to open a door for his employment in this country.

Length of Furlough

29. One of the important duties of every mis-

sionary is the preparation of reports and statistics of his work and the prompt forwarding of the same at the proper time to the person or persons whose duty it is to gather the reports and statistics for the district or mission and to forward the same to the Mission Rooms. The Annual Report of the Missionary Society is the great historical document of the year. Its comprehensive statements and statistical summaries based on the reports from all fields are given wide publicity through the Church and secular press. Moreover, the Annual Report is the document most consulted in reference and research libraries by those seeking special information about Methodist Missions. Most important is it therefore that accurate and adequate reports be submitted from all fields promptly and at designated intervals, so that each year the Annual Report of the Society may be a complete survey of the work of that year.

Reports and Statistics

30. In order to prevent undue delays in the issuing of the Annual Report it is necessary that reports and statistics reach the New York office by December 1 each year. Presiding Elders are requested, with this end in view, to have their reports and statistics ready by October 31, and to place them in the hands of

Sending in Reports

the Treasurer or Corresponding Secretary or other officer of the Mission, that they may be promptly and safely forwarded.

III. The Finances of the Missions

A. TREASURERS AND THEIR DUTIES

31. A Treasurer for each Mission will be appointed by the Board of Managers of the Missionary Society. The Mission may nominate or recommend, but appointment and removal are wholly in the power of the Board.

Appointment of Treasurer

32. The Mission Treasurer is an officer under the Board of Managers. He is responsible for the proper performance of his duties as Treasurer to the Board only. He shall guard its interests and shall, through the Corresponding Secretaries, receive from time to time his instructions.

Responsible to the Board Only

33. He shall receive such remittances as may be sent to him by the Corresponding Secretaries, and disburse the same as directed by them, *and in no other way,* receiving for each payment a voucher, which shall be regularly marked and numbered on the back and filed. If the payments are made through a presiding elder or other person, he shall require each voucher to be returned to him to be dealt with as above. Salaries and other items of appropriations should be paid monthly.

To Disburse Remittances

34. He shall make no loans from any of the funds in the Mission Treasury under any circumstances, and he is forbidden to receive money on deposit or for investment on personal account in any enterprise or security.

May Not Loan Funds

35. No treasurer, missionary, or other person, excepting the Corresponding Secretaries, is allowed to make drafts on the Treasurer for Foreign Missions, except on letters of credit duly issued. The Bishops are the persons authorized to draw for Domestic Missions, except such as are outside of Annual Conferences, for which drafts will be sent out by the Corresponding Secretaries.

May Not Make Drafts

36. The exchange of the Society must not be sold until the Mission is in actual need of the cash, and no drafts should be made upon letters of credit beyond immediate necessity.

Sale of Exchange

37. Appropriations and balances of appropriations of any Mission, unexpended at the close of the fiscal year, whether in the hands of the Treasurer of the Society or any of its agents, shall lapse to the Treasury of the Society, and may not be thereafter used for the purposes for which they were appropriated, except to discharge authorized pre-existing obligations. The Board has no authority to reappropriate such balances after they have lapsed.

Lapsed Appropriations

38. The Finance Committee of every Mission should provide for an audit quarterly and annually, of all accounts within the Mission, not only expenditures on account of regular appropriations, but of all other moneys. The Auditing Committee should certify this audit upon the books, and the accounts of the Treasurer of the Mission forwarded to the Mission Rooms should have a like certificate.

Auditing Committee

39. In books or on forms provided solely for that purpose, and which shall be the property of the Missionary Society, he shall keep a full and detailed account of all receipts and disbursements on account of the appropriations, grants by the Board, special gifts, and any Mission funds whatever, referring to each voucher by its number, and particularly designate by number of exchange each remittance and the amount received for it in the currency of the country; and transmit at the close of each quarter a full account, on blanks provided for this purpose, to the Mission Rooms at New York. He shall also keep in the same books such other accounts as may be necessary to a perfect understanding of the financial affairs of the Mission; and shall preserve all letters received, and copies of all letters sent, upon the business of the Mission. All books and accounts, files and records, shall be delivered by the Treasurer to his successor in

Detailed Accounts

office, and shall be open to the inspection of any member of the Mission at any proper time.

Bank Accounts

40. If a bank account is kept by the Treasurer of the Mission it should never be a personal account, nor in any way be mingled with his personal affairs, but should be in the name of "——— ———, Treasurer of ——— Mission of the Methodist Episcopal Church, or his Successor in office," and be recognized by the bank as the property of the Missionary Society, to fall at once, and without any process of law, into the hands of the succeeding Treasurer of the Mission whenever, by death or otherwise, the present incumbent shall cease to hold the office.

Guard Expenditures

41. The Mission Treasurer shall in no case, either directly or by assuming obligations for the future, or at the request or by the direction of any person or persons, allow to be expended for the year more than was authorized by the General Missionary Committee and Board of Managers. He may not exercise in the name of the Missionary Society of the Methodist Episcopal Church any authority that is not expressly conferred upon him by the Board of Managers. All matters involving unauthorized obligations should be referred to the Board.

42. He may pay no bills except such as are distinctly covered by the annual appropriations, or special gifts, or other Mission funds in hand, or are authorized by the Board of Managers. All claims not authorized should be referred immediately to the Board for its action.

Pay No Unauthorized Bills

43. He should require promptly of each missionary arriving on the field an itemized statement of his outgoing expenses, a copy of which he should send to the office in New York without delay.

Expense Accounts of Missionaries

44. Real estate accounts should be kept apart from those for the current expenses of the Mission. Each piece of property should have a distinct account, and the condition of each should be reported to the Corresponding Secretaries every quarter; and at the end of the year, and especially when a transaction is completed, a full balance sheet should be furnished the Corresponding Secretaries.

Real Estate Accounts

45. Real estate may be purchased for the Society and improvement made on real estate, by the erection of buildings or otherwise, *only by direct order of the Board*, and by persons specially authorized to make such purchase or improvement, whether such purchase be made from Mission funds, funds specially contributed for the purpose, or private

Purchase of Real Estate

funds. When an authorized purchase and its record are completed, the Treasurer should at once forward a copy of the title deeds, with translations of the same, to the Mission Rooms.

Title

46. Titles should always be taken, if it is lawful so to do, in the name of the Missionary Society of the Methodist Episcopal Church, incorporated by the State of New York, U. S. A. Where this is unlawful, the Board must determine how titles should be held.

Care for Mission Property

47. Unless otherwise directed by the Board, the Treasurer shall keep all deeds to Mission property and all other papers representing pecuniary value, and shall receive and credit to the Missionary Society all issues and incomes of its properties in the Mission, and report the same to the Corresponding Secretaries, and shall exercise a general supervision over its real estate and report the condition of the same to the Society from time to time as he may think requisite, or as requested by the Corresponding Secretaries.

Certificates of Deposit

48. When any of our missionaries in foreign lands desire to make payments in the United States for the support of their families, or for friends here, the money may be paid to the Treasurer of the Mission, whereupon he shall issue a certificate of

deposit of the prescribed form to the order of the person making the deposit, which, if properly indorsed, and countersigned by a Corresponding Secretary, will be duly honored on presentation to the Treasurer of the Society at New York. This transaction should be immediately entered by the Mission Treasurer in his account of receipts. He must *in no case issue a certificate of deposit for more than* $200; *nor more than one certificate for that amount to the same missionary in any month; nor upon a constructive deposit or a promise to deposit,* but only upon actual deposit; nor to persons not connected with our Missions. Notice of each certificate of deposit should be sent, by the first mail after the issue thereof, to the Mission Rooms, on blanks prepared for that purpose, showing date, number, and amount. And at least once in each quarter a full statement of all such issues for the quarter shall be sent to the Corresponding Secretaries.

49. In case any of our missionaries desire to make purchases in the United States, a bill for the same, accompanied by an order from the missionary for its payment, may be presented to the Corresponding Secretaries for audit, and upon their approval may be paid by the Treasurer of the Society, and the same reported as so much cash

Bills for Missionaries

remitted to the Treasurer of the Mission, whose duty it shall be to deduct the amount from the next payment to the missionary. The bill and order for the same shall be the proper voucher in such cases of the Treasurer of the Society. The order for payment must be written or printed, and must be sent to the Corresponding Secretaries, whether a copy goes to the firm or not. If a duplicate bill is desired the missionary must require it of the dealer. *The order should never be part of a letter, nor on the same sheet, nor in such form that it can be used as a draft on the Society.*

50. The Corresponding Secretaries will send to each Mission with each remittance, or oftener, a list of all payments of bills on account of missionaries in the field—the aggregate of which shall at once be credited to the Society as so much remittance. If any of the items are excepted to, notice shall be given to the Secretary that he may explain the charge.

Lists of Payments

B. Finance Committees and Their Duties

51. Finance Committees will be appointed by the Board for all Missions. They do not represent the Board of Managers, the General Missionary Committee, or the Missionary Society, but their advice and opinion will receive full considera-

How Appointed

tion. Nominations should be made by the Missions for confirmation by the Board. Finance Committees have the following duties and powers, a majority of the committee resident at or near the place where the Treasurer resides, to form a quorum for the transaction of business:

52. To prepare estimates for each and every object for which appropriations are needful, according to the rules of, and on forms provided by, the Board of Managers. These estimates should be prepared in seven columns; the first should give the total amount necessary for each object; the second, the amount to be raised locally; third, the amount expected from outside sources (special gifts, etc.); fourth, the amount necessary for the work as it is; fifth, what is required for new work; sixth, amounts asked from the Society; seventh, appropriations of the previous year. The first five columns should be in the currency of the country; the sixth and seventh in United States currency. The rate of exchange should always be stated. New work should be distinctly specified as such. Letters should accompany the estimates, explaining with great particularity and care the reasons why the respective appropriations asked should be granted.

Prepare Estimates

53. It is very desirable that native churches should

do all they can for the support of their pastors, and for the erection and maintenance of their church properties; also, that, as far as possible, tuition in schools be paid for by those who attend them; and that papers, tracts, and Bibles should not be wholly gratuitous; and, therefore, all missionaries are expected to give constant attention to the matter of self-support in the Mission, however small the amount that may at first be raised. The smallest amount that will be needed should be asked of the General Committee, and the largest possible portion left to be raised in the field.

Self-Support in Missions

54. The estimates should embrace the salaries of all persons connected with the Mission, whether in the field or out of it; and also, all expected outgoing and return expenses, and amounts needed for all reinforcements. The General Committee is not accustomed to leave any sums contingent or unappropriated, and no Mission is at liberty to apply to the contingent fund of the Board except to meet unexpected emergencies.

Estimate to Include

55. The estimates thus prepared should be in the hands of the Corresponding Secretaries at least one month before the annual meeting of the General Committee, that they may be deliberately considered by the appropriate committee, which,

When Prepared

by the request of the General Committee, in the case of Foreign Missions, is usually the committee of the Board having charge of such Missions respectively. The Treasurer of the Mission should in all cases retain a copy of the estimates and the accompanying letters sent forward.

Arrange Redistribution

56. To arrange the redistribution of the appropriations made by the General Missionary Committee, with the concurrence of the Presiding Bishop, subject to the approval of the Board of Managers, whose instructions must be followed in all cases.

Approve Bills

57. To approve bills presented to the Treasurer for payment, for legitimate purposes within the appropriation.

Real Estate Improvements

58. To make improvements on real estate after appropriations for the same have been duly made by the General Committee and authorized by the Board of Managers.

Purchase Real Estate

59. To purchase real estate for which an appropriation has been made by the General Committee, and which has been authorized by the Board of Managers.

Dispose of Real Estate

60. To sell or exchange, where the interests of the Mission require it, real estate of a value not exceeding $250.

61. To provide for unexpected emergencies imperiling life or property where the exigency does not permit of delay. See paragraphs 9 and 10 on pages 8 and 9.

Provide for Emergencies

62. To provide for a thorough auditing of all the accounts of the Mission Treasurer quarterly, as required by the forms provided by the Board, also annually, the report of the annual audit to be sent to the Corresponding Secretaries, and to be published in the minutes of the Mission Conference. Care should be taken not only in the examination of vouchers and to see if footings are correct, but also to ascertain that the disbursements are in accordance with the appropriations.

Audit Accounts

63. To determine what are the legitimate moving expenses of pastors, the rate of allowance for traveling expenses to and from the Annual Meeting of Mission or Conference, and to estimate the amount and character of Mission furniture to be ordered, and determine where it is to be placed.

Moving Expenses, etc.

64. To consider all applications to be made to the Board of Managers for special grants; for permission to use funds in hand, other than appropriations, for specific objects or for other purposes; and recommend or refuse to recommend such applications.

Pass Upon Requests to Board

65. To recommend for the action of the Board, the presiding Bishop concurring, the return of missionaries to the United States on furlough. Furloughs should be so planned that a sufficient number of missionaries shall always be in the field to carry on the work of the Mission.

Recommend Furloughs

66. To regulate the salaries of preachers and workers employed in the field, subject to reports on their progress in the prescribed course of studies, and having regard to their usefulness, the size of their families, and the cost of living in the places to which they are assigned.

Salaries of Native Workers

C. ADMINISTRATION OF SPECIAL GIFTS AND OTHER FUNDS

67. Article X of the Constitution of the Missionary Society provides for special donations as follows: "Whenever any charge, including the Sunday school, shall raise its full apportionment for Missions, then any attendant of said charge shall have the privilege of making special donations to any Mission or work in such Mission under the supervision of the Missionary Society of the Methodist Episcopal Church, and such special donations shall be received by the Missionary Society for the specified purpose, and be credited to said charge."

Constitutional Provision

68. It is very important that all special gifts should pass through the Treasury of the Missionary Society; first, because if contributors send their money direct to the field, the Treasurer of the Society cannot give receipts for it, and pastors will have no vouchers which can be accepted at Conference; second, because special gifts sent direct may go astray, and without record such as is made by the Missionary Society it might be difficult to trace them. No charge whatever is made by the Missionary Society for handling special gifts, and its bills of exchange are known and honored in all parts of the world. Missionaries are required, in communicating with special contributors in the United States, to request them to forward their special donations to the Treasurer of the Society in New York, who will promptly furnish receipts to the donors.

Special Gifts through Society Treasury

69. Missionaries receiving contributions or special gifts for current work, whether from persons on the field or in the United States or elsewhere, must deposit them at once with the Mission Treasurer, and itemized bills shall be presented to the Mission Treasurer for the application of such funds, to be receipted when paid, audited by the Finance Committee, and filed by the Treasurer.

Deposited with Mission Treasurer

Income on the Field

70. Money received for tuition in schools, and as medical fees, shall be disbursed under the direction of the Mission Treasurer, on a plan approved by the Finance Committee, to which full report with vouchers shall be made quarterly.

Gifts for Property

71. All contributions for building and property received by missionaries on the field shall be deposited with the Mission Treasurer, to be drawn out only with the consent of the Finance Committee.

Rentals, etc.

72. All income from rentals, etc., of property owned by the Society shall go to the MissionTreasury, to be paid out only on the authority of the Board.

English-Speaking Work

73. The Society expects and requires that all our work shall become self-supporting as rapidly as possible. Its well-defined policy is that churches for English-speaking and other peoples of Protestant origin shall be established only where they can become immediately self-supporting, our Mission funds being designed exclusively for evangelistic work among non-Christian or non-Protestant peoples. Preachers are appointed to English charges in the mission field on the same terms as to pastoral charges in this country, to accept such support as the charges can afford, the Missionary Society being under no obligation to maintain salaries at a fixed rate.

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